

From: JohnJ Butler/R3/USEPA/US
Sent: 1/26/2012 10:58:25 AM
To: Kathy Hodgkiss/R3/USEPA/US@EPA
CC:
Subject: Re: Dimock Daily Meeting Location

Done. Starting Monday, January 30, the RRC is reserved for the daily Dimock Meetings from 8:30 - 9:30 AM. I've reserved the room daily through Friday, March 2. That date can be extended if you feel it is necessary.

Only 2 exceptions where the RRC would not be available: the Managers Meeting at 9 AM on Tuesdays and from Monday, 2/13 through Thursday, 2/16 as noted below.

Linda showed me how to use the conference system. We can still use the same line.

We can make this announcement at tomorrow morning's Dimock meeting.

JB

From: Kathy Hodgkiss/R3/USEPA/US
To: JohnJ Butler/R3/USEPA/US@EPA
Date: 01/26/2012 10:26 AM
Subject: Re: Dimock Daily Meeting Location

Sounds like a good idea. We'll just need to figure out how to use the conference system -- I think we can still use the same line. Thanks!

----- Original Message -----

From: JohnJ Butler
Sent: 01/26/2012 09:24 AM EST
To: Kathy Hodgkiss
Subject: Dimock Daily Meeting Location

Kathy,

Since the number of attendees at the daily Dimock meeting is increasing, I looked into the availability of the Regional Response Center during the 8:30 - 9:30 AM time frame on each week day.

The RRC would be available everyday at that time except for Tuesdays when it would only be available up to 9 AM because of the regularly scheduled Managers Meeting.

One other exception, the RRC would not be available during the week of February 13 because of Jada's meeting that week.

Please let me know if you'd like me to reserve the RRC for future Dimock daily meetings and, if so, indicate if you'd prefer the 8 - 9 AM or 8:30 - 9:30 AM time frame.

Thanks!

John J. Butler
Program Coordinator
EPA Region III
Hazardous Site Cleanup Division
1650 Arch Street (3HS00)
Philadelphia, Pa. 19103-2029

Phone: 215-814-2127

Email: butler.johnj@epa.gov